

**Training Coordinator
Human Resources
Closing Date: August 13, 2010**

**Posting #: 2010-121
Location: Victor Mine
Rotation: 2 weeks in and 2 weeks out**

As an Integral member of the De Beers Canada, Victor team, you will be responsible for coordinating, developing and implementing effective training programmes to support Victor mine overall objectives and strategies. The ideal candidate must be one who is committed to safe working practices and strives for zero harm.

Responsibilities include:

- Developing and maintaining a mentorship program;
- Identifying new training initiatives to address needs and incorporate best practices;
- Maintaining apprenticeship programs;
- Scheduling and/or delivering various related training to build capacity;
- Preparing presentations, handouts and other training materials;
- Ensuring continuous adherence to legal and safety requirements.

Requirements:

- Post secondary training in Industrial Safety and/or Adult Education;
- Minimum five (5) years experience as a supervisor;
- Experience dealing with contract and community college groups;
- Knowledge of the mining industry (preferably open pit);
- Strong communication, presentation and computer skills are an asset;
- Experience in cross-cultural (aboriginal) work environment;
- First Aid and CPR is an asset.

Forward your resume in confidence to:

Human Resources, Victor Mine

Fax: **416-645-3902**

Email: **hr.victor@ca.debeersgroup.com**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. De Beers Canada is an equal opportunity employer. We are committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.